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CONFIDENTIAL

9 March 1955

MEMORANDUM FOR: Chief, ISB

SUBJECT: Map Instruction in OTR

1. At the present time there is a limited amount of map instruction offered in OTR. Most of this is in the form of incidental lessons incorporated in other courses. The largest block of instruction in the use of maps is offered in the Clandestine Field Activities course. This consists of one week of classroom and field instruction and exercises offered at [redacted]

[redacted] This course is primarily designed for persons operating in the field and includes a great deal of compass work. The Investigative Techniques course offered at Headquarters presents a condensed series of lessons lasting about 10 hours on the subjects of Map Reading, Use of the Compass, and Sketching. This is not nearly enough time to cover these subjects adequately.

2. Considering the importance of a knowledge of the various aspects of map information for Agency personnel, it appears that more specific courses in maps should be offered by OTR and listed in the Catalog of Courses. Both Headquarters and Field personnel are constantly referring to the locations of points by means of military grids and geographic coordinates, and it is quite disturbing to determine the number of individuals who have practically no conception of even the simple procedures for determining these coordinates. It is my opinion, as well as the opinion of many persons with whom I have discussed this matter, that there is a definite and continuing need for short courses at Headquarters designed to teach Staff personnel the basic principles of the various aspects of maps. Besides short courses which present general theory as well as practical exercises in Map Reading, Use of the Compass, and Sketching, additional map instruction in the following subjects should be offered: (1) Map Procurement, (2) Reading Military Grid and Geographic Coordinates, (3) Availability of Maps on Specific Areas, and (4) additional specialized courses to fill particular needs for map information. Coordination of map instruction at Headquarters and [redacted] should be improved to prevent duplication and permit Staff personnel to receive instruction on a part-time basis if necessary.

3. It is my recommendation that short courses including the above listed map information be offered by the Office of Training and that they be specifically listed in the Catalog of Courses and made known to all concerned. If you concur in these conclusions, please bring the matter up through the proper channels.

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[redacted] OTR Map Training Officer

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